



The best jobs start here!

Mitchell Technical Institute

1800 East Spruce St. • Mitchell, South Dakota 57301 • (800) 684-1969 • www.mitchelltech.edu

STUDENT INCOMPLETE GRADE REQUEST

STUDENT'S NAME _____ ID # _____

PROGRAM _____ SEMESTER _____

COURSE # _____ SECTION # _____

COURSE TITLE _____

I agree to complete all course work by (date) _____

I understand that if I fail to complete the required assignments by the above date, the grade will be (enter grade) _____.

Comments: _____

Student's Signature

Date

Instructor's Signature

Date

Received Student Assignments/Requirements (date) _____

Final Grade Issued _____

Instructor Initials _____

Original – Registrar

Copy – Instructor AND Student